



# FEDERAL EMPLOYMENT OF PEOPLE WITH DISABILITIES

(RECRUITMENT & HIRING/RESOURCES/REASONABLE ACCOMMODATION)

## Reasonable Accommodations Procedures

### POLICY:

It is the policy of USDA-NRCS to make reasonable accommodations to the known physical or mental limitations of qualified applicants or employees with disabilities except when such an accommodation would cause an undue hardship to the Agency.

### WHO CAN YOU ASK:

- Any employee can ask for an accommodation
- A family member
- A Medical provider
- A Co-worker
- Basically anyone the employee wishes

### WHEN IS THE RIGHT TIME:

- Prior to an interview
- Anytime

### HOW TO REQUEST:

- Either written or oral request to immediate supervisor

#### **TIMELINE:**

- Handled thirty (30) business days from receipt of an oral or written request.

#### **DEFINITIONS**

##### **Reasonable Accommodation:**

- A change in the work environment or the application process that would enable a person with a disability to enjoy equal employment opportunities.

##### **Non-Assistive Technologies:**

- Ergonomic office equipment
- Sign Language Interpreters
- Alternative work schedules
- Leave

##### **Assistive Technology:**

- Alternative Keyboards
- TTY (Phones)
- Speech Recognition Software
- Screen Readers
- Monitors
- Braille Displays

##### **Disability:**

- Targeted disabilities as defined by the Rehabilitation Act with respect to an individual, e.g.

##### **Targeted Disabilities:**

- *A physical or mental impairment that substantially limits one or more of the major life activities of the individual*
- *A records of such an impairment*
- *Being regarded as having such an impairment*
- *Hearing impairment*
- *Vision impairments*
- *Missing extremities*

- *Paralysis*
- *Cancer*
- *Heart Disease*

**Three general categories of Reasonable Accommodations:**

- Changes to the job application process
- Changes to enable a Person With a Disability (PWD) to perform the essential functions of the job
- Changes to give a PWD equal access to the benefits and privileges of employment

**Essential Functions (The fundamental job duties of the position, which may include):**

- The reason the position exists
- The limited number of other employees who could perform that function
- The function may be highly specialized so that the incumbent in the position is hired for his/her expertise or ability to perform that particular function

*(Note: Reasonable Accommodations must be determined on a case-by-case basis.)*

**Mental Impairment:**

- Mental retardation
- Organic brain syndrome
- Emotional or Mental illness
- Specific learning disabilities

**Physical Impairment:**

Any physiological disorder or condition

- Cosmetic disfigurement
- Anatomical loss affecting one or more of the following body systems:
  - o neurological
  - o musculoskeletal
  - o special sense organs
  - o respiratory

- Anatomical loss affecting one or more of the following body systems:
  - o cardiovascular
  - o reproductive
  - o digestive
  - o genitourinary
  - o hemic and lymphatic skin
  - o endocrine

### **DISABILITY Does Not Include:**

- Homosexuality and bisexuality
- Transvestitism, transsexuals, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders.
- Compulsive gambling, kleptomania, or pyromania
- Psychoactive substance use disorders resulting from current illegal use of drugs

### **POINTS TO REMEMBER:**

- Anyone can request an accommodation at anytime
- Additional accommodations may be needed in the future
- Confidentiality is maintained at all times

### **ADMINISTRATION**

To be considered for an accommodation under these procedures:

- Employee may contact supervisor, HR manager, DEPM, Civil Rights division, or other managers in the employee's chain of command.
- Employee must participate in the communications process or designate someone to do so.
- The request should outline the type of accommodation being, if known.
- Supervisor/Manager receives, processes, and documents the reasonable accommodation request/forwards the request to Cliff Denshire, National DEPM [cliff.denshire@nv.usda.gov](mailto:cliff.denshire@nv.usda.gov) through the state DEPM. More information can be found on the NRCS website [http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM\\_230\\_401\\_c.htm](http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM_230_401_c.htm)